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Infopack Tutorial

The purpose of this document is to explain how to fill in this template. For each item in the list there is a short comment explaining what kind of information needs to be filled in, accompanied by examples, if needed.

**Short summary of the project:**

A short description of the project (aim & objectives) and of the activities that will take place during the project. You also need to specify the arrival/departure dates, participating countries and number of people attending.

**What to prepare:**

Tell the participants what to prepare (e.g. food/beverages fromm their country for the intercultural night, a short presentation of their country and/or organisation, etc. )

**Accommodation:**

Description of where the participants will be hosted. Include the address, map, phone number and website if available. You may also include one or two pictures.

**Conference room:**

A short description of the conference room location. You can also specify if the room has the necessary facilities or not (flipchart, video projector, internet, TV, etc.) and any other details that you consider relevant. If the conference room is far from the place where the participants are hosted, you can consider inserting a map.

**Transport:**

Describe the different alternatives for reaching the city (main airports and train stations), when coming from other countries.

**Local transport and airport transfer:**

Describe the different means of transport from the airport/train station to the destination (bus, train, taxi, etc.). Be sure to write the timetables, stops/changes, approximate travel time, prices, websites, maps, on-line booking, payment methods and other advice.

**Visa information:**

**Describe the visa details for each of the participating countries: which type of ID is needed?, is there a need for a visa?. If a visa is needed, please enter the maximum time needed for obtaining the visa after applying.**

|  |  |  |  |
| --- | --- | --- | --- |
| Country | Documents needed (Personal ID/ Passport) | Visa needed | Comments |
|  |  |  |  |
|  |  |  |  |

**Reimbursement:**

Describe what the reimbursement policies are and the participants need to do in order to receive their reimbursement (keep all the original tickets, who to give the tickets to, expected date of reimbursement, percent of reimbursement, etc).

**What to bring:**

Describe what the participants need to bring (e.g. tents, sleeping bags, waterproof clothing, etc.)

**Good to know / DOs / DON’Ts:**

Provide all other details that you consider helpful for the participants (information about webpages, FB groups, local currency, weather details, sightseeing, local customs etc.)

**Contacts of the staff:**

Provide the contacts and roles of the local staff. (mobile phone, e-mail, etc.)

**Emergency contacts (112, embassies etc):**

Provide the contacts to be used in case of emergency (112, embassy, etc.)

Infopack

Project Name

Arrival-Departure date,

Destination

**Short summary of the project:**

* Clear information about arrival and departure dates
* Participating countries
* No of participants
* Aim and objectives
* Activities

**What to prepare:**

**Accommodation:**

* Address
* Website
* Phone
* Map

**Conference room:**

* Address
* Other details

**Transport:**

* Alternatives for reaching the destination within the country
* Airport codes in hosting country
* Suggested latest arrival and earliest departure

**Local transport and airport transfer:**

* Means of transport
* Timetable
* Stops/intermediate changes
* Approximate travel time
* Prices
* Websites/On-line booking
* Payment methods (cash/card)
* Advice

**Visa information:**

**Insert link to your embassy’s site in the participating country.**

**Reimbursement:**

* Save all tickets, boarding passes, originals
* Reimbursement rules (full participation, presentation of documents in original)
* Expected reimbursement date
* Amount/Percent of reimbursement (here you can include the link to the distance calculator)

**What to bring:**

**Good to know / DOs / DON’Ts:**

* Can include info about webpages, FB groups
* **Local currency and exchange rates**
* **Special laws**
* **Weather details**
* **Sightseeing**
* **Cultural differences (greeting, addressing, etc.)**
* **Is tap water drinkable?**
* **Alcohol/smoking restrictions**
* **Country phone code**
* **Prices for products and services (taxi, food, etc)**
* **Local security issues**
* **European Health Insurance Card**

**Contacts of the staff:**

**Emergency contacts (112, embassies etc):**